

LIBRARY OF CALIFORNIA ACT ILL TRANSACTION REPORT/CLAIM

Quarter

1st Sep ☐
 2nd Oct, Nov, Dec ☐
 3rd Jan, Feb, Mar ☐
 4th Apr, May, Jun ☐

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Library Account No.

Library Name

This report is a true accounting of all items (as defined on the back of this sheet), loaned by this library during the above stated time period. Items are not claimed for which a loan fee was charged.

Signed _____
 (Person responsible for transaction reporting)

(A) California Public Libraries

"Public Library" means a library, or two or more libraries, operated by a single public jurisdiction to meet the needs of its primary clientele and others by agreement.

	Month		Quarterly Total				
Account No.	1	2	3				
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P	0	0	1				

(B) California Academic Libraries

"Academic Library" means a library established and maintained by a college or university or other postsecondary institution to meet the needs of its students and faculty, and others by agreement.

B <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px;">P</td><td style="width: 20px;">0</td><td style="width: 20px;">0</td><td style="width: 20px;">2</td></tr> </table>	P	0	0	2			
P	0	0	2				

(C) California School Libraries

"School Library" means a library that is established to support the curriculum-related research and instructional reading needs of pupils and teachers and provides the collections, related equipment, and instructional services of a staff for an elementary or secondary school.

C <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px;">P</td><td style="width: 20px;">0</td><td style="width: 20px;">0</td><td style="width: 20px;">3</td></tr> </table>	P	0	0	3			
P	0	0	3				

(D) California Special Libraries

"Special library" means a library that is maintained by parent organization to serve a specialized clientele; or an independent library that may provide specialized materials or services, or both, in a specific subject to the public, a segment of the public, or other libraries. It is maintained by an association, business or corporation, government agency, research institution, learned society, not-for-profit organization, professional association, museum, industrial enterprise, chamber of commerce, or other organized group and is characterized by its depth of subject coverage.

D <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px;">P</td><td style="width: 20px;">0</td><td style="width: 20px;">0</td><td style="width: 20px;">4</td></tr> </table>	P	0	0	4			
P	0	0	4				

Interlibrary Loan Standards

Complete the form CLSA-31 by filling in the Quarterly Totals for items loaned.

The following **Terms and Definitions** are found in California Library Services Act Interlibrary Loan Standards, 1978, incorporated by reference following Education Code Section 20265(f):

1. **Interlibrary Loan** - The loan of library materials of any type which is collected by a library or the provision of a copy in lieu of loan of a library material from an eligible, participating lending library to any eligible borrowing library as defined in Education Code Sections 18744, 18765 and 18844(a).
 - a. **Limitations** - This definition places no limits on the type of material eligible for reimbursement. Any type of material a library will loan that will fulfill a user's request is eligible.
 - b. **Copies** - A photocopy, microcopy, telefacsimile copy, or tape copy sent as a response to a specific request for an item is eligible for reimbursement. In addition, a copy which is sent as a response to a reference request in lieu of sending the journal, book, or master tape is also eligible for reimbursement.
 - c. **Pamphlets** - Pamphlets and other ephemera which are generally not fully cataloged nor individually charged out and controlled should be reimbursed, but the reimbursable transaction equals one charge out function, no matter how many individual items are included in the single charge. (i.e. if 25 pamphlets on sheep raising are pulled from a subject file and charged as one check out transaction, that constitutes one reimbursable transaction.) Free information pamphlets or brochures sent as gifts with no expectation of return are not eligible for reimbursement.
 - d. **System Collections** - Items purchased with System funds are eligible for reimbursement when they are loaned from the library housing the item to any eligible borrowing library as defined in Ed. Code, Chapter 1255, Sections 18744 and 18765. If there is any question as to what library should house any System-purchased item, the vote of the System Administrative Council shall determine the disposition.
 - e. **Film Circuits** - An item in a film circuit packet which is removed from the packet and loaned to another library is eligible for reimbursement. The transfer of the film circuit packet from one library on the circuit to the next is not an eligible transaction.
2. "Loan" - material (as defined above) sent by your library to another library.
3. "Borrow" - material (as defined above) requested and received by your library from another library.
4. "Transaction" - one "loan" or one "borrow". Each eligible loan transaction will be reimbursed as one logical transaction (i.e. one check out transaction).

Deadline: Forms must be in the Budget Office, California State Library, PO Box 942837, Sacramento, California 94237-0001, no later than the 15th of the month following the reporting period.

* Only the Quarterly Totals need to be completed; the monthly totals are optional.

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